

School Employee Guide to Online Resources 2013-2014

Log on to the OCS website (<http://ocsww.org>) as an Employee. (Click **Employee Login** in upper right corner)

My Desk Home Forums Blogs Media About Us Employee Login Contact Us

Archdiocese of Seattle
CATHOLIC SCHOOLS
Resources for Catholic Educators

Our Schools Mailings Personnel Accreditation Curriculum Prof. Development Consortiums Employment

My Desk > Employee Login

Employee Login

Please fill out the following form with your login credentials.

Fields with * are required.

Username *

Password *

Remember me next time

Sign in

[Can't access your account?](#)

Enter Username and Password, then click **Sign in**.

Click here if you forgot your user name or password.

Remember: User Name: _____ **Password Hint:** _____

Your school's administrator can create a new account, as well as change your password and email.

If your administrator is unable to answer your questions, contact: OCS@seattlearch.org

Use the convenient banners on our website.

Black banner: My Desk (see detail below), Forums, Blogs, Media, About Us, Contact Us

Blue banner: Our Schools (School Finder), Mailings (Teacher Monthly Mailing), Personnel (Forms & Manuals), Accreditation (Resources), Curriculum (Links), Prof. Development (Clock hours), Consortiums (Information), Employment (AppliTrack)

My Desk (available after login) contains your important access points to resources. This screen may show additional resources as your local administrator assigns you additional Roles and Positions.

- Contacts Lists – allows you to see other employees by role and position within the archdiocese.
- Forms (mostly fill-in PDFs), Manuals (Policy & Procedure) and Reports (Longitudinal School Data)
- OCS Calendar and School Calendars
- How-to and help files
- Catholic Schools Employee Portfolio (CSEP) – Your Personal Information – See page 2
- Instructional Resources and Assessment Search
- Tasks: Benefits, SETA Net Obligations
- Quick Links: On the Horizon (list of events in the future)

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My Desk

Search...

OCS Contacts

- All Contact Lists
- OCS-Fulcrum Directory (PDF)
- Schools Directory (PDF)
- State Senators and Legislators

Instructional Support

- Instructional Resources
- Publishers
- Resources

Documents and Forms

- All Personnel Forms
- Employee Portfolio (CSEP) Help
- P-P Appendix Forms
- Policy and Procedure Manual

Tools

- CS Employee Portfolio (CSEP)

My Tasks

- Benefits Office
- SETA Net Obligations

Reports

- All School Calendars (Read Only)
- Assessment Search
- Instructional Materials Search
- Iowa/ITBS Annual Test Data
- Longitudinal School Data
- School Data Annual Reports

Settings

- Change My Password

Quick Links

- Consortiums
- Employment
- OCS Central Calendar
- On the Horizon

Quick 1-2-3 Guide to Creating an Employee Portfolio (CSEP)

1. Log on to ocsww.org using Employee Login.
2. Click My Desk on the black banner, then click on CS Employee Portfolio under the Tools heading.
3. Fill out the three pages (screens) of Profile information inside your Portfolio.

Expanded explanation:

1. Log on to ocsww.org using Employee Login and entering your User Name and Password.

Your User Name and Password is created and edited by your school administrator. If you do not know your User Name, it is normally your first and last name (Jane Doe), but your school administrator can confirm your User Name. If you do not know your User Name or Password, click the **Can't access your account?** and follow the steps in the instructions. You can also ask your local school administrator to change your password. They cannot see your current password, but they can change it and tell you the new password.

2. Click My Desk on the black banner, then click on CS Employee Portfolio under the Tools heading.

The My Desk page shows you many links that may be of interest. If you are not logged in, you may not have access to many of these links. Your local administrator assigns roles and permissions giving you access to additional information. For example, your school may be part of the Riverside-ITBS consortium and your local administrator could enable links to your school's data.

3. Fill out the three pages (screens) of Profile information.

Please enter your personal information using the three tabs: **About Me**, **Contact Info** and **Background Info**. The three Profile pages are the core of your Portfolio. The fourth tab, Summary/Print allows you to print a summary of your Profile information.

Optionally, there are additional capabilities of the Portfolio that you can access via tabs:

- **Profile Photo** – Allows you to upload photos to include in Profile.
- **Professional Development** – Keeps track of your professional development activities such as clock hours and credits.
- **Professional History** – Documents your Education, Employment, and Achievements.
- **Files** – Allows you to upload Word, PDF, and spreadsheets. This can be lesson plans, scanned certificates, video, etc.

There will be other capabilities added in the future to enable you to communicate, share and network with other professionals within the archdiocese.

More detailed help is available from Employee Portfolio (CSEP) Help under the Documents and Forms heading of the My Desk page. If you experience further difficulties completing your Profile, please see your designated local school administrator of CSEP. Thank you for using your Profile!